

### 3.05 DESIGN DEVELOPMENT PHASE (DDP)

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- A. **Develop and submit to the Owner a fully developed design concept** based on the approved Schematic Design Phase. When required, include exterior perspective drawings and working models and/or renderings at a mutually agreed scale.
- B. **Specialized consultation with the following F&A teams** (see 1.03) may be required. Each team has specific design requirements that must be incorporated into the design.
  - 1. **F&A Office of Information Resources (OIR)** shall be consulted whenever a project involves telecommunications/computer networks.
  - 2. **RPA Interior Design** shall be consulted whenever a project involves space utilization (but normally office space) involving complex spatial relations.
  - 3. **RPA State Building Energy Management** shall be consulted whenever a project involves new construction or energy related renovation or modification.
  - 4. **RPA State Environmental Management** shall be consulted whenever a project involves the installation or removal of hazardous substances or their containers.
- C. **If a building plaque is required by the Owner**, then Owner will provide a conceptual plaque layout. Refer to the sample plaque in Appendix 1. The layout will include the verbiage required and general order of appearance necessary for the Designer to develop a scaled design.
- D. **Update narrative description of building systems**; including energy use analysis, projected utility operational costs, energy efficiency and water conservation approach & design features, and energy management systems to demonstrate compliance with Owner's energy efficiency design requirements.
- E. **Arrange a concept review with the State Fire Marshal's office** once design development is considered by the Designer to be complete, and the Designer has submitted the required documents and materials to the Owner.
- F. **Following receipt of the Designer's DDP submittal** by the Owner (and after the concept review with Fire Marshal) a review meeting will be scheduled, normally within 7 days. The Designer shall show the progress to date, confirm the remainder of the schedule, and obtain written approval before proceeding with the Construction Document Phase.
- G. **Suggested agenda for a DDP review:**
  - 1. Site plan, with contours and applicable cross-sections.
  - 2. Elevations, exterior perspectives, model, or renderings.
  - 3. Floor plans, gross & net area, circulation, building sections, design details.
  - 4. Preliminary furnishings and equipment list and plans, if required.
  - 5. Plumbing, Electrical, Mechanical, and Structural Plans.
  - 6. Preliminary specifications.
  - 7. Building systems narrative and energy use analysis.
  - 8. Preliminary quantity-based cost estimate, with escalation factors to projected bid date, and final fee adjustment, if needed.
  - 9. Internal and external coordination issues such as for telecommunications, land acquisition, equipment, furniture, etc.
  - 10. Bidding and Contract Documents:
    - a. Evaluate administrative and procedural needs.
    - b. Begin defining Allowances, Alternates, and Unit Prices, if any are to be used.
    - c. Select front-end documents to use based on cost and scope.
    - d. Confirm that Designer has current Designers' Manual, plus updates (esp. updated Wage Rates & Regulatory Requirements.)
    - e. Agree on overall format, organization, compilation, and production.
  - 11. Confirm status of reviews by regulatory authorities.
  - 12. Confirm schedule.
  - 13. Written approval from Owner.

